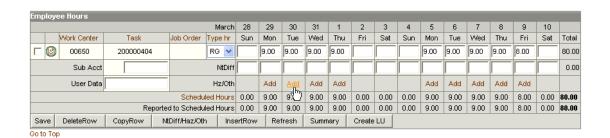
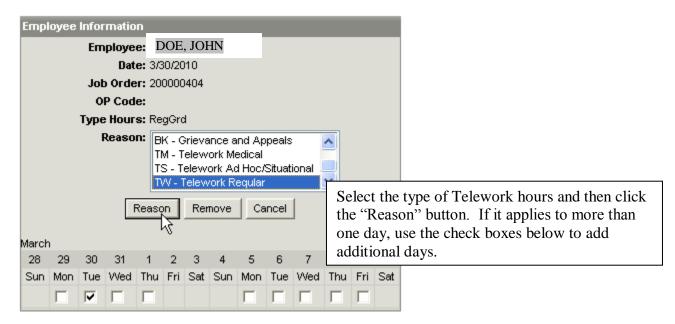
Recording Flexiplace/Telework Labor Hours (Regular, Situational, or Medical)

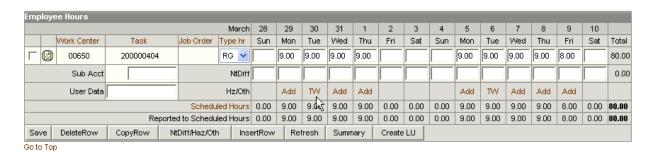
1. To record telecommuting regular hours as "Flexiplace" (Regular, Situational, or Medical), enter the regular hours (RG) for the amount of hours it applies. Click "Save" and then click on the "NtDiff/Haz/Oth" button. The page will change as shown below.



2. Click the "Add" link below the day in which the flexiplace/telework was worked and the system will display the following screen:



3. Highlight the type of flexiplace/telework that applies and click the "Reason" button. The system will return to the labor screen and the proper code will be displayed under the day(s) that you selected. You will repeat this process if more than one type of flexiplace/telework was worked.



4. Click the "Save" button to post the entry to the database.